



PATRICIA S. PLOEHN, LCSW  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

Board of Supervisors

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Fifth District

November 30, 2010

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

#17 NOVEMBER 30, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST TO APPROVE AMENDMENTS TO  
COMMUNITY BASED MENTORING PROGRAM CONTRACTS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This is to request your Board's approval to execute Amendments to the pilot Community Based Mentoring (CBM) Program contracts to change the method of payment from cost reimbursement to fixed price and the Statement of Work to conform to the revised program plan and reflect cost savings for the remainder of the program.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chair to sign the attached Amendments to two CBM services contracts, effective the date of execution by your Board through June 30, 2011, with Children Uniting Nations, Inc. (CUN) and David and Margaret Home, Inc. (D&M) at the Annual Contract Sum of \$442,500 and \$155,832 for CUN and D&M, respectively, to change the method of payment from cost reimbursement to fixed price to realize a cost savings of \$401,668 from the second year and to change the Statement of Work to conform to the revised program plan.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The CBM Program is a two-year demonstration project designed to match adult mentors with foster youth and youth referred by the Probation Department (Probation youth). This program has now been in operation for one year, during which recruitment, training and background investigations of mentors have been accomplished. A total of 212 mentor-mentee matches have been completed and

most of these having been completed during the final months of the initial year. The program's design is based upon studies showing that a mentor-mentee match should last for a minimum of one year for tangible benefits to accrue for the child. The amended Statement of Work provides a revised program plan to address the current circumstances of the pilot program, and ensure an appropriate level of financial support for the developed matches. Accordingly, the contractor payment provisions have also been modified to realize cost savings available for the remainder of the program, when the emphasis will be on supervising, supporting, studying, and analyzing and reporting on the effects of the new mentoring relationships.

Cost savings will result from the demonstrated outcomes of the first year, which are now known. The two contractors, CUN and D&M, had projected creating a minimum of 100 mentoring matches per contract region for study. Both contractors experienced similar difficulties in meeting these contract goals, which were made at the beginning of the pilot program prior to any mentor recruitment efforts for a mentoring program of this scope. CUN developed 154 matches and D&M developed 58 matches. With fewer anticipated matches to supervise and study, not all funding currently allocated to the second year will be necessary to fund contractor activities.

Based on the proposed changes to this program, there will be cost savings of \$401,668 for the second year, reducing second year program costs from the projected \$1,000,000 to \$598,332.

### **FISCAL IMPACT/FINANCING**

The new Maximum Annual Contract Sums for CUN and D&M for the period July 1, 2010 through June 30, 2011, will be \$442,500 and \$155,832, respectively, and will continue to be funded through the County's Children's Trust Fund, which by State law (AB 2994, Chapter 1399, Statutes of 1982) requires that \$4.00 from fees collected for certified copies of birth certificates be allocated for child abuse prevention services. There will continue to be no County cost for the CBM contracts.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On March 3, 2009, your Board approved the CBM Program contracts upon request of the Inter-Agency Council on Child Abuse and Neglect (ICAN). The DCFS Director was authorized to enter into contracts with CUN and D&M, which were identified as qualified mentoring services agencies from a Request for Proposals (RFP) process initiated in 2007 by DCFS. The object of the RFP was to provide \$2.5 million per year from the DCFS budget to provide mentoring services to about 800 foster youth. DCFS was subsequently unable to fund allocation of the RFP due to budget limitations. ICAN proposed partial funding of \$1 million per year for two years to implement a demonstration mentoring services program to serve an estimated 400 foster and Probation youth.

The attached Amendments propose three areas of changes to the CBM Program contracts. First, the Contract Sum and payment provisions are being changed to reduce the contract amounts and change the method of payment to a fixed monthly amount per match. Second, the Statement of Work is being amended to adjust staffing requirements to the reduced number of matches. Third, the revised Statement of Work also removes activities relating to recruitment and training of mentors, since the second year emphasis is on supervising and studying the completed mentor relationships.

The Probation Department has reviewed and approved this Board letter.

The affected contractors are in compliance with all Board and CEO requirements. County Counsel

and the CEO have reviewed this Board letter. County Counsel has approved the attached Form Amendments as to form.

### **CONTRACTING PROCESS**

There was no additional contracting process involved in these two CBM Amendments.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**


ICAN and DCFS will continue to monitor the progress of the contractors to gain additional information on the mentoring matches and study the positive effects of mentors on foster youth and Probation youth.

### **CONCLUSION**

Upon approval by the Board of Supervisors, it is requested that the Executive Office/Clerk of the Board send the adopted stamped Board letter and attachments to:

1. Department of Children and Family Services  
Attention: Kimberly A. Foster, Senior Manager  
Contracts Administration Division  
425 Shatto Place, Room 400  
Los Angeles, CA 90020
2. Office of the County Counsel  
Attn: Kathleen Bramwell, Principal Deputy County Counsel  
500 West Temple Street, Room 602  
Los Angeles, CA 90012

Respectfully submitted,



PATRICIA S. PLOEHN, LCSW  
Director

PSP:JC:CMM  
KAF:SN:rd

Enclosures

c: Chief Executive Officer  
Executive Officer of the Board



**AMENDMENT NUMBER TWO  
COMMUNITY-BASED MENTORING**

**CONTRACT NUMBER 06-051-01**

**WITH**

**CHILDREN UNITING NATIONS, INC.**

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77439

**AMENDMENT NUMBER TWO  
TO  
COMMUNITY-BASED MENTORING PROGRAM CONTRACT NUMBER 06-051-01  
WITH  
CHILDREN UNITING NATIONS, INC.**

This Amendment Number Two (hereafter referred to as "Amendment") to Community-Based Mentoring Program Contract Number 06-051-01 (hereafter referred to as "Contract"), adopted by the Board of Supervisors on March 3, 2009, is made and entered into by and between the County of Los Angeles (hereafter referred to as "COUNTY") and Children Uniting Nations, Inc. (hereafter referred to as "CONTRACTOR") this 30 day of November 2010.

WHEREAS, COUNTY and CONTRACTOR are parties to the Contract and CONTRACTOR has been providing community-based mentoring services to the COUNTY;

WHEREAS, this Amendment is made pursuant to Part II Standard Terms and Conditions Section 7.0 Changes and Amendments, Subsection 7.1 and 7.2; and

WHEREAS, this Amendment makes changes to the payment provisions and Statement of Work of the Community-Based Mentoring Program demonstration pilot project, based on experience gained in the first Contract year;

NOW, THEREFORE, COUNTY and CONTRACTOR agree to modify the Contract as follows:

EFFECTIVE the date of Board execution:

1. Part I, UNIQUE TERMS AND CONDITIONS, Section **3.0 CONTRACT SUM**, Subsection 3.1 is amended to read as follows:
  - 3.1 The Maximum Annual Contract Sum for the first year of this Contract, effective July 1, 2009 through June 30, 2010, is seven hundred fifty thousand dollars (\$750,000.00). The Maximum Annual Contract Sum for the second year of this Contract, for the period July 1, 2010 through June 30, 2011, is four hundred forty-two thousand, five hundred dollars (\$442,500.00). The Maximum Contract Sum for the two-year term of this contract is one million, one hundred ninety-two thousand, five hundred dollars (\$1,192,500.00).
2. Part I, UNIQUE TERMS AND CONDITIONS, Section **3.0 CONTRACT SUM**, Subsection 3.2 is amended to read as follows:
  - 3.2 For the first year of the Contract, effective July 1, 2009 through June 30, 2010, COUNTY and CONTRACTOR agree that this is a cost reimbursement Contract not to exceed the Maximum Annual Contract

Sum of seven hundred fifty thousand dollars (\$750,000.00). COUNTY shall compensate CONTRACTOR as specified in Exhibit A-3, Line Item Budget, for the services set forth in Exhibit A, Statement of Work.

For the period July 1, 2010 to the effective date of this Amendment, COUNTY shall compensate CONTRACTOR an amount not to exceed the partial-year Contract Sum of two hundred fifty thousand dollars (\$250,000.00) as specified in Exhibit A-3-1, Line Item Budget, for the services set forth in Exhibit A, Statement of Work.

For the period from the date of execution by the Board of this Amendment through June 30, 2011, COUNTY and CONTRACTOR agree that the Contract is a fixed-price Contract, not to exceed the Maximum Annual Contract Sum for the period of July 1, 2010 through June 30, 2011 of four hundred forty-two thousand five hundred dollars (\$442,500.00), of which an amount not to exceed one hundred ninety-two thousand five hundred dollars (\$192,500.00) shall be paid as specified in the Pricing Schedule, Exhibit A-3-1A, for the services set forth in Exhibit A, Statement of Work, as revised by the Amendment.

3. Part I, UNIQUE TERMS AND CONDITIONS, Section **5.0 INVOICES AND PAYMENTS**, Subsection 5.1 is amended to read as follows:

5.1 For work performed in accordance with the terms of this Contract and Statement of Work, and as determined by the COUNTY, during the first year, for the period July 1, 2009 through June 30, 2010, and for the period July 1, 2010 through the effective date of this Amendment, CONTRACTOR shall invoice the COUNTY monthly in arrears for the actual cost of services set forth in Exhibit A, the Statement of Work, incurred in conformance with the Exhibit A-3, Line Item Budget, and Exhibit A-3-1, Line Item Budget, respectively, and in the format prescribed by the COUNTY (i.e., personnel, employee benefits, supplies and expenses, equipment, travel, and indirect costs). CONTRACTOR shall be paid only for work performed as specified in the Contract and any amendments thereto.

For work performed in accordance with the terms of this Contract and Exhibit A, the Statement of Work as revised by this Amendment, and as determined by the COUNTY, for the period from the date of execution by the Board of this Amendment through June 30, 2011, CONTRACTOR shall invoice the COUNTY monthly in arrears for an amount in conformance with Exhibit A-3-1A, Pricing Schedule.

4. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **4.0 CONTRACTOR's STAFF**, Subsection 4.1, is deleted in its entirety and replaced to read as follows:

- 4.1 The CONTRACTOR shall provide and maintain qualified staff as detailed in the attached Exhibit A-3-1, Second Year Line Item Budget and Budget Narrative pursuant to the following requirements:
- 4.1.1 Unless otherwise approved by the COUNTY Program Manager, staff to match ratio shall be approximately 1 staff for 50 matches.
- 4.1.2 A Master's degree from an accredited school in Social Work, Psychology or related Behavior Science - **OR** - a B.A. degree from an accredited school in Social Work, Psychology, Counseling or related Behavioral Science or the Educational Counseling field
5. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **4.0 CONTRACTOR's STAFF**, Subsection 4.2 CONTRACTOR's Staff Responsibilities, Subparts 4.2.1.5, 4.2.1.7, 4.2.2.2, 4.2.3.1, and 4.2.3.2 are amended to read as follows:
- 4.2.1.5 Left blank intentionally
- 4.2.1.7 Coordinating training with Mentor Supervisors
- 4.2.2.2 Left blank intentionally
- 4.2.3.1 Left blank intentionally
- 4.2.3.2 Left blank intentionally.
6. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **8.0 SCOPE OF WORK**, Subsection 8.1, is amended to read as follows:
- 8.1 General:
- CONTRACTOR shall provide Community-Based Mentoring Program services to manage mentoring relationships between Mentors and Youth. CONTRACTOR shall: 1) provide confidentiality, monitoring, supervision and support; 2) provide recognition and retention activities for Mentors and Youth; and 3) provide support for termination and closure and overall program evaluation strategies. Some of the benefits of the Mentoring Program include guidance, support and help with decision-making.
7. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **8.0 SCOPE OF WORK**, Subsection 8.3, 8.4, 8.5, 8.6, 8.7, and 8.8 are amended to read as follows:
- 8.3 left blank intentionally

- 8.4 left blank intentionally
  - 8.5 left blank intentionally
  - 8.6 left blank intentionally
  - 8.7 left blank intentionally
  - 8.8 left blank intentionally
8. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **13.0 PERFORMANCE REQUIREMENTS AND OUTCOMES**, Subsection 13.1 is amended to read as follows:
- 13.1 left blank intentionally.
9. Exhibit A-3-1, Second Year Line Item Budget and Budget Narrative, is hereby attached and incorporated by reference as a part of the Contract.
10. Exhibit A-3-1A, Pricing Schedule, is hereby attached and incorporated by reference as a part of the Contract.

**EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL TERMS AND CONDITIONS OF CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT.**



AMENDMENT NUMBER TWO TO  
COMMUNITY-BASED MENTORING PROGRAM  
CONTRACT NUMBER 06-051-01 WITH  
CHILDREN UNITING NATIONS, INC.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and CONTRACTOR has caused this Amendment Number Two to be subscribed in its behalf by its duly authorized officer as of the day, month and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.



COUNTY OF LOS ANGELES

By

Gloria Molina

Chairman, Los Angeles County Board of Supervisors

ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of the  
Los Angeles County  
Board of Supervisors

By

Lachelle Smithman  
Deputy

Children Uniting Nations, Inc.  
CONTRACTOR

By

Preethi Thomas

Name

PREETHI THOMAS

Title

CONTROLLER & GENERAL MANAGER

By

Jessica Hutcherson

Name

Jessica Hutcherson

Title

Program Director

95-4725323

Tax Identification Number

I hereby certify that pursuant to  
Section 26103 of the Government Code,  
delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By

Lachelle Smithman  
Deputy

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL  
ANDREA SHERIDAN ORDIN, County Counsel

BY

Kathleen Bramwell 8/24/10  
Principal Deputy County Counsel

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

17

NOV 30 2010

Sachi A. Hamai  
SACHI A. HAMAI  
EXECUTIVE OFFICER

77439



AGENCY NAME: Children Uniting Nations  
COMMUNITY BASED MENTORING GRANT

YEAR 2 BUDGET

	FOUR MONTHS BUDGET	EIGHT MONTHS BUDGET 154 matches	TOTAL
		\$ 192,500	
<b>Personnel</b>	<b>4 months DCFS expenses (July 1 - Oct 30, 2010)</b>	<b>8 months (Nov. 1, 2010 - June 30, 2011)</b>	
<b>TOTAL EMPLOYEE, INTERN &amp; CONSULTANT COSTS</b>	<b>\$ 154,460</b>	<b>\$ 170,994</b>	<b>\$ 325,454</b>
<b>B. LEAD AGENCY EMPLOYEE BENEFITS</b>			
<b>TOTAL EMPLOYEE BENEFITS &amp; PAYROLL COSTS</b>	<b>\$ 12,500</b>	<b>\$ 14,000</b>	<b>\$ 26,500</b>
<b>D. LEAD AGENCY DIRECT NON-PAYROLL EXPENSES</b>			
Description			
<b>TOTAL NON-LABOR EXPENSES</b>	<b>\$ 39,950</b>	<b>\$ 7,500</b>	<b>\$ 47,450</b>
<b>E. LEAD AGENCY INDIRECT OPERATING EXPENSES</b>			
Description			
<b>TOTAL INDIRECT OPERATING EXPENSES</b>	<b>\$ 9,600</b>	<b>\$ -</b>	<b>\$ 9,600</b>
<b>F. TOTAL DIRECT COSTS</b>	<b>\$ 206,910</b>	<b>\$ 192,494</b>	<b>\$ 399,404</b>
<b>G. TOTAL INDIRECT COSTS</b>	<b>\$ 9,600</b>	<b>\$ -</b>	<b>\$ 9,600</b>
<b>H. TOTAL DIRECT AND INDIRECT COSTS</b>	<b>\$ 216,510</b>	<b>\$ 192,494</b>	<b>\$ 409,004</b>

*Randy J. [Signature]*





**YEAR 2 (JULY 1, 2010 - JUNE 30, 2011) BUDGET  
COMMUNITY BASED MENTORING PROGRAM**

Budget Categories (Agreed Upon)	Cost Reimbursement (4 Months)	Fixed Price Amount (8 Months)	TOTAL (4 Months + 8 Months)
1. Personnel (staff, consultants, interns)	\$ 154,460	\$ 170,994	\$ 325,454
2. Fringe Benefits (staff)	\$ 12,500	\$ 14,000	\$ 26,500
3. Match sustenance	\$ 16,800	\$ 5,000	\$ 21,800
4. Non payroll direct costs	\$ 23,150	\$ 2,500	\$ 25,650
5. Indirect costs	\$ 9,600	\$	\$ 9,600
<b>TOTAL</b>	<b>\$ 216,510</b>	<b>\$ 192,494</b>	<b>\$ 409,004</b>

The BUDGET CATEGORIES are those already agreed upon from the First Year. (Year 1 budget was \$750,000)

COST REIMBURSEMENT maximum/total would be First Year Annual Contract Sum, divided by 12 to obtain Monthly Maximum, and then multiplied by 4 Months (minus the recruitment and training costs).

FIXED PRICE maximum/total would be number of matches, multiplied by \$156.25 to obtain a Monthly Maximum, and then multiplied by 8 Months.

**154 MATCHES**

192500

TOTAL would be addition of the COST REIMBURSEMENT and FIXED PRICE amounts.

*Randy Progn...*

**BUDGET NARRATIVE**

**July 1, 2010 through October 30, 2010: \$216,510**

PERSONNEL: \$154,460

For the first four months, the total personnel, consultant, intern budget is for a total of \$154,460 which comprises of a project director, community support liaison, program supervisors for SPA 6 and 7, two mentor/mentee event planners for SPA 1, 2, 6, 7, 8 and a program assistant. We have consultants for SPA 1, 2, 5 and six interns for overall program management assistance.

The salary benefits and taxes have been calculated based on salaried staff at a rate of 17.5%. - \$12,500

NON-LABOR DIRECT COSTS: \$39,950

This comprises of mentor/mentee activities, project supplies, utilities, rent, and project staff mileage

INDIRECT COSTS: \$9,600

Fiscal and program compliance

**November 1, 2010 – June 30, 2011: \$192,494**

PERSONNEL: \$170,994

For this eight month period, the salaries have been increased for increased workload to make up for the lower number of staff members working on the project. This includes program director who will also act as a program supervisor for SPA 1 and 8, program supervisor for SPA 6 and 7, one part time mentor/mentee event planner, project assistant. We have consultants in SPA 2 and 5.

The salary benefits and taxes have been calculated based on salaried staff at a rate of 17.5% - \$14,000

NON-LABOR DIRECT COSTS: \$7500

This comprises of mentor/mentee activities, project supplies, utilities, rent, project staff mileage at a significantly lower rate.

*Revised by Program*  
*AL*

**COMMUNITY-BASED MENTORING PROGRAM  
PRICING SCHEDULE**

Agency Legal Name: Children Uniting Nations, Inc.

CONTRACTOR declares that a total of one hundred fifty-four (154) mentoring matches between adult mentors and foster children or Probation youth (mentees) of Los Angeles County have been established for CONTRACTOR's Community-Based Mentoring (CBM) Program as of July 31, 2010.

<b><u>SERVICE:</u></b>	<b><u>RATE</u></b>
Mentor and Mentee matches, with monthly required fact-to-face contacts	
Maximum Monthly Rate for each Mentor-Mentee match	\$156.25
Daily Prorated rate, Months with 28 days	\$ 5.58
Daily Prorated rate, Months with 30 days	\$ 5.21
Daily Prorated rate, Months with 31 days	\$ 5.04

1. Payment is based on the number of matches the contractor has for the month. If service provided is less than a full month, including termination of service, contractor is paid at the Daily Prorated rate.
2. Payment for mentoring matches for which there is no face-to-face contact for a total of 45 days between Mentor and Mentee shall cease as of the 45<sup>th</sup> day. However, COUNTY Program Manager has discretion to approve and resume face-to-face contact between mentor and mentee after a period of absence. Payment for a resumed match shall be prorated to the number of days in a month service was provided.
3. The COUNTY Program Manager shall be consulted and shall determine the viability of any match that is threatened either by illness, absence, or incapacity of the adult mentor and/or mentee, and/or any other cause for loss of a match that has an ending date that requires a determination. The COUNTY's determination of viability and ending dates of matches shall be final. Nothing in this agreement shall preclude a match from resuming with approval of the COUNTY Program Manager as described in Section 2. above.



**AMENDMENT NUMBER TWO  
COMMUNITY-BASED MENTORING**

**CONTRACT NUMBER 06-051-02**

**WITH**

**DAVID AND MARGARET HOME, INC.**

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77440

**AMENDMENT NUMBER TWO  
TO  
COMMUNITY-BASED MENTORING PROGRAM CONTRACT NUMBER 06-051-02  
WITH  
DAVID AND MARGARET HOME, INC.**

This Amendment Number Two (hereafter referred to as "Amendment") to Community-Based Mentoring Program Contract Number 06-051-02 (hereafter referred to as "Contract"), adopted by the Board of Supervisors on March 3, 2009, is made and entered into by and between the County of Los Angeles (hereafter referred to as "COUNTY") and David and Margaret Home, Inc. (hereafter referred to as "CONTRACTOR") this 30 day of November 2010.

WHEREAS, COUNTY and CONTRACTOR are parties to the Contract and CONTRACTOR has been providing community-based mentoring services to the COUNTY;

WHEREAS, this Amendment is made pursuant to Part II Standard Terms and Conditions Section 7.0 Changes and Amendments, Subsection 7.1 and 7.2; and

WHEREAS, this Amendment makes changes to the payment provisions and Statement of Work of the Community-Based Mentoring Program demonstration pilot project, based on experience gained in the first Contract year;

NOW, THEREFORE, COUNTY and CONTRACTOR agree to modify the Contract as follows:

EFFECTIVE the date of execution by the Board:

1. Part I, UNIQUE TERMS AND CONDITIONS, Section **3.0 CONTRACT SUM**, Subsection 3.1 is amended to read as follows:
  - 3.1 The Maximum Annual Contract Sum for the first year of this Contract, effective July 1, 2009 through June 30, 2010, is two hundred fifty thousand dollars (\$250,000.00). The Maximum Annual Contract Sum for the second year of this Contract, for the period July 1, 2010 through June 30, 2011, is one hundred fifty-five thousand eight hundred thirty-two dollars (\$155,832.00). The Maximum Contract Sum for the two-year term of this contract is four hundred five thousand eight hundred thirty-two dollars (\$405,832.00).
2. Part I, UNIQUE TERMS AND CONDITIONS, Section **3.0 CONTRACT SUM**, Subsection 3.2 is amended to read as follows:
  - 3.2 For the first year of the Contract, effective July 1, 2009 through June 30, 2010, COUNTY and CONTRACTOR agree that this is a cost reimbursement Contract not to exceed the Maximum Annual Contract



Sum of two hundred fifty thousand dollars (\$250,000.00). COUNTY shall compensate CONTRACTOR as specified in Exhibit A-3, Line Item Budget, for the services set forth in Exhibit A, Statement of Work.

For the period July 1, 2010 to the effective date of this Amendment, COUNTY shall compensate CONTRACTOR an amount not to exceed the partial-year Contract Sum of eighty-three thousand three hundred thirty-two dollars (\$83,332.00) as specified in Exhibit A-3-1, Line Item Budget, for the services set forth in Exhibit A, Statement of Work.

For the period from the date of execution by the Board of this Amendment through June 30, 2011, COUNTY and CONTRACTOR agree that the Contract is a fixed-price Contract, not to exceed the Maximum Annual Contract Sum for the period of July 1, 2010 through June 30, 2011 of one hundred fifty-five thousand eight hundred thirty-two dollars (\$155,832.00), of which an amount not to exceed seventy-two thousand five hundred dollars (\$72,500.00) shall be paid as specified in the Pricing Schedule, Exhibit A-3-1A, for the services set forth in Exhibit A, Statement of Work, as revised by the Amendment.

3. Part I, UNIQUE TERMS AND CONDITIONS, Section **5.0 INVOICES AND PAYMENTS**, Subsection 5.1 is amended to read as follows:

5.1 For work performed in accordance with the terms of this Contract and Statement of Work, and as determined by the COUNTY, during the first year, for the period July 1, 2009 through June 30, 2010, and for the period July 1, 2010 through the effective date of this Amendment, CONTRACTOR shall invoice the COUNTY monthly in arrears for the actual cost of services set forth in Exhibit A, the Statement of Work, incurred in conformance with the Exhibit A-3, Line Item Budget, and Exhibit A-3-1, Line Item Budget, respectively, and in the format prescribed by the COUNTY (i.e., personnel, employee benefits, supplies and expenses, equipment, travel, and indirect costs). CONTRACTOR shall be paid only for work performed as specified in the Contract and any amendments thereto.

For work performed in accordance with the terms of this Contract and Exhibit A, the Statement of Work as revised by this Amendment, and as determined by the COUNTY, for the period from the date of execution by the Board of this Amendment through June 30, 2011, CONTRACTOR shall invoice the COUNTY monthly in arrears for an amount in conformance with Exhibit A-3-1A, Pricing Schedule.

4. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **4.0 CONTRACTOR's STAFF**, Subsection 4.1, is deleted in its entirety and replaced to read as follows:



- 4.1 The CONTRACTOR shall provide and maintain qualified staff as detailed in the attached Exhibit A-3-1, Second Year Line Item Budget and Budget Narrative pursuant to the following requirements:
- 4.1.1 Unless otherwise approved by the COUNTY Program Manager, staff to match ratio shall be approximately 1 staff for 50 matches.
- 4.1.2 A Master's degree from an accredited school in Social Work, Psychology or related Behavior Science - **OR** - a B.A. degree from an accredited school in Social Work, Psychology, Counseling or related Behavioral Science or the Educational Counseling field
5. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **4.0 CONTRACTOR's STAFF**, Subsection 4.2 CONTRACTOR's Staff Responsibilities, Subparts 4.2.1.5, 4.2.1.7, 4.2.2.2, 4.2.3.1, and 4.2.3.2 are amended to read as follows:
- 4.2.1.5 Left blank intentionally
- 4.2.1.7 Coordinating training with Mentor Supervisors
- 4.2.2.2 Left blank intentionally
- 4.2.3.1 Left blank intentionally
- 4.2.3.2 Left blank intentionally.
6. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **8.0 SCOPE OF WORK**, Subsection 8.1, is amended to read as follows:
- 8.1 General:
- CONTRACTOR shall provide Community-Based Mentoring Program services to manage mentoring relationships between Mentors and Youth. CONTRACTOR shall: 1) provide confidentiality, monitoring, supervision and support; 2) provide recognition and retention activities for Mentors and Youth; and 3) provide support for termination and closure and overall program evaluation strategies. Some of the benefits of the Mentoring Program include guidance, support and help with decision-making.
7. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **8.0 SCOPE OF WORK**, Subsection 8.3, 8.4, 8.5, 8.6, 8.7, and 8.8 are amended to read as follows:
- 8.3 left blank intentionally

- 8.4 left blank intentionally
  - 8.5 left blank intentionally
  - 8.6 left blank intentionally
  - 8.7 left blank intentionally
  - 8.8 left blank intentionally
8. For the period from the date of execution by the Board of this Amendment through June 30, 2011, **Exhibit A, STATEMENT OF WORK**, Section **13.0 PERFORMANCE REQUIREMENTS AND OUTCOMES**, Subsection 13.1 is amended to read as follows:
- 13.1 left blank intentionally.
9. Exhibit A-3-1, Second Year Line Item Budget and Budget Narrative, is hereby attached and incorporated by reference as a part of the Contract.
10. Exhibit A-3-1A, Pricing Schedule, is hereby attached and incorporated by reference as a part of the Contract.

**EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL TERMS AND CONDITIONS OF CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT.**

AMENDMENT NUMBER TWO TO  
COMMUNITY-BASED MENTORING PROGRAM  
CONTRACT NUMBER 06-051-02 WITH  
DAVID AND MARGARET HOME, INC.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office thereof, and CONTRACTOR has caused this Amendment Number Two to be subscribed in its behalf by its duly authorized officer as of the day, month and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.



COUNTY OF LOS ANGELES

By

*Gloria Molina*

Chairman, Los Angeles County Board of Supervisors

ATTEST:

SACHI A. HAMAI  
Executive Officer-Clerk of the  
Los Angeles County  
Board of Supervisors

By

*Lachelle Smithman*  
Deputy

David and Margaret Home, Inc.  
CONTRACTOR

By

*Cynthia B. Walkenbach*

Name

*Cynthia B. Walkenbach*

Title

*Board President*

By

*Charles C. Rich*

Name

*Charles C. Rich*

Title

*Executive Director*

95-1669346

Tax Identification Number

I hereby certify that pursuant to  
Section 25103 of the Government Code,  
delivery of this document has been made.

SACHI A. HAMAI  
Executive Officer  
Clerk of the Board of Supervisors

By

*Lachelle Smithman*  
Deputy

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL  
ANDREA SHERIDAN ORDIN, County Counsel

BY

*8/24/10*  
*Kathleen Bramwell*  
Kathleen Bramwell, Principal Deputy County Counsel

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

17

NOV 30 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

27440

# DAVID & MARGARET YOUTH AND FAMILY SERVICES

## SECOND YEAR BUDGET COMMUNITY BASED MENTORING PROGRAM

Budget Categories (Agreed Upon)	Cost Reimbursement (4 Months)	Fixed Price Amount (8 Months)	TOTAL (4 Months + 8 Months)
1. Personnel	\$41,672.80	\$44,148.90	\$85,821.70
2. Fringe Benefits	\$4,399.78	\$4,372.47	\$8,772.25
3. Payroll Taxes	\$3,604.70	\$3,818.88	\$7,423.58
4. Insurance, Equipment, Operation Expenses	\$26,536.30	\$5,922.91	\$32,459.21
5. Indirect Costs	\$7,118.42	\$14,236.84	\$21,355.26
TOTAL	\$83,332	\$72,500	\$155,832

The BUDGET CATEGORIES are those already agreed upon from the First Year.

COST REIMBURSEMENT maximum/total would by First Year Annual Contract Sum, divided by 12 to obtain Monthly Maximum, and then multiplied by 4 Months.

FIXED PRICE maximum/total would be number of matches <sup>58</sup> multiplied by \$156.25 to obtain a Monthly Maximum, and then multiplied by 8 Months.

TOTAL would be addition of the COST REIMBURSEMENT and FIXED PRICE amounts.

Revised by Program  
UC



Community Based Mentoring Program  
**BUDGET JUSTIFICATION NARRATIVE (Four months 7/10-10/10)**

### 1. DIRECT COSTS

#### A. Payroll Costs

Budget Amount	Employee Classification, Description of Services and Justification
	<b>Project Director:</b> Amount requested is \$16,986.40 1 FTE. Daily management of contract operation and overseeing the work to be performed as defined in the Statement of Work. Assist with Mentor/Youth matches and on- going support for mentors.
\$ 16,986.40	<b>Justification:</b> Needed to administer contract, supervise program staff and make/monitor Mentor/Youth matches.
	<b>Mentoring Supervisor:</b> Amount requested is \$23,604.00. 2 FTE. Assess and carry out Mentor/Youth matches and provide on-going support for mentors and youth such as conflict resolution, crisis intervention, and facilitating meetings between mentors and youth.
\$ 23,604.00	<b>Justification:</b> Necessary to make and monitor Mentor/Youth matches.
	<b>Marketing:</b> Amount requested is \$1,082.40. .025 FTE. Provides expertise in marketing the program
\$ 1,082.40	<b>Justification:</b> To assist with the efficient running of the program
\$ 41,672.80	<b>Total Salary Request</b>

#### B. Employee Benefits

Budget Amount	Description
	<b>Medical/Dental Insurance:</b> Amount requested is: \$3,149.60. The Medical/Dental Insurance is a combined benefit equaling \$254/month per employee
3,149.60	
1,250.18	<b>Pension Expense:</b> Amount requested is: \$1,250.18. Match of 3% on
\$ 4,399.78	<b>Total</b> \$41,672.80 salary.

#### C. Payroll Taxes

Budget Amount	Description
3,187.97	<b>FICA:</b> Amount requested is: \$3,187.97. $\$41,672.80 \times .0765 = \$3,187.97$
416.73	<b>Unemployment Insurance:</b> Amount requested is: \$416.73. $\$41,672.80 \times .01 = \$416.73$
\$ 3,604.70	<b>Total</b>

#### D. Insurance, Equipment and Operation Expenses

Budget Amount	Description and Justification
220.03	<b>Worker's Compensation:</b> Amount requested is: \$220.03
1,000.00	<b>Vehicle and Transportation:</b> Amount requested is \$1,000 (Insurance for van, gas, routine maintenance) <b>Justification:</b> Necessary for staff to carry out the program.

2,200.00	<b>Office Equipment:</b> Amount requested is: \$2,200.00 <b>Justification:</b> For program staff use to effectively run the program.
396.67	<b>Telephone/Utilities:</b> Amount requested is: \$396.67 <b>Justification:</b> Staff communication needs with 24/7 contact capabilities.
1,600.00	<b>Office Supplies:</b> Amount requested is: \$1,600 <b>Justification:</b> Necessary to run office.
4,500.00	<b>Training:</b> Amount requested is: \$4,500 <b>Justification:</b> Necessary for staff to stay on top of best practices in providing mentoring services.
3,500.00	<b>Food:</b> Amount requested is: \$3,500 <b>Justification:</b> Food/snacks for program mentor and youth participants at trainings and various group activities.
4,200.00	<b>Marketing:</b> Amount requested is: \$4,200.00 <b>Justification:</b> Marketing supplies to garner support for the program.
1,000.00	<b>Mentor Support:</b> Amount requested: \$1,000.00 <b>Justification:</b> For supporting mentors in caring out their responsibilities
6,311.00	<b>Mentoring Activities:</b> Amount requested: \$6,311.00 <b>Justification:</b> To provide activities for mentors and mentees
1,512.27	<b>Maintenance Work/Supplies:</b> Amount requested: \$1,512.27 <b>Justification:</b> Supplies for maintenance of office space.
96.33	<b>Increased Sexual Misconduct Insurance:</b> Amount requested: \$96.33 (For increased coverage for insurance required by county)
26,536.30	<b>Total Insurance, Equipment, and Operation Expenses</b>
\$ 76,213.58	<b>Total Direct Costs</b>

## 2. INDIRECT COSTS

General and Administrative	
Budget Amount	Description
7,118.42	<b>General and Administrative (Finance, Payroll, Personnel, IT, Maintenance, etc.):</b> Amount requested is \$7,118.42 (Determined by percentage of program wages to total wages of all agency programs. Total projected program wages for 2010 = \$4,977,716. Total wages for mentoring program = \$85,821.70 = 1.7%. Total G&A for 2010 = \$1,256,192 x .017 = \$21,355.26/12 = \$1,779.61 x 4 = \$7,118.42.
<b>Total</b>	
\$ 83,332.00	<b>Total 4 Month Budget Request</b>

*Revised by Program - WL*



Community Based Mentoring Program  
**BUDGET JUSTIFICATION NARRATIVE (8 months 10-11 Contract)**

# **1. DIRECT COSTS**

## **A. Payroll Costs**

<b>Budget Amount</b>	<b>Employee Classification, Description of Services and Justification</b>
	<b>Project Director:</b> Amount requested is \$32, 598.90. 1 FTE from 11/1 – 12/31 then .9 FTE from 1/1/11 – 6/30/11. Daily management of contract operation and overseeing the work to be performed as defined in the Statement of Work. Assist with Mentor/Youth matches and on- going support for mentors.
\$ 32,598.90	<b>Justification:</b> Needed to administer contract, supervise program staff and make/monitor Mentor/Youth matches.
	<b>Mentoring Supervisor:</b> Amount requested is \$11,550. .5 FTE for 8 months. Assess and carry out Mentor/Youth matches and provide on-going support for mentors and youth such as conflict resolution, crisis intervention, and facilitating meetings between mentors and youth.
\$ 11,550.00	<b>Justification:</b> Necessary to make and monitor Mentor/Youth matches.
\$ 44,148.90	<b>Total Salary Request for 8 months</b>

## **B. Employee Benefits**

<b>Budget Amount</b>	<b>Description</b>
	<b>Medical/Dental Insurance:</b> Amount requested is: \$3,048. The Medical/ Dental Insurance is a combined benefit equaling \$232/month per FTE (1 employee x \$254/month x 8 = \$2,032; 1 employee at 50% time = \$127/month x 8 = \$1,016) (\$2,032+\$1,016=\$3,048)
3,048.00	
1,324.47	<b>Pension Expense:</b> Amount requested is: \$1,324.47 (Wages of 44,148.90 x .03 = \$1,324.47)
\$ 4,372.47	<b>Total</b>

## **C. Payroll Taxes**

<b>Budget Amount</b>	<b>Description</b>
3,377.39	<b>FICA:</b> Amount requested is: \$3,377.39 (\$44,148.90 x .0765 = \$3,377.39)
441.49	<b>Unemployment Insurance:</b> Amount requested is: \$441.49 (\$44,148.90 x .01 = \$441.49)
\$ 3,818.88	<b>Total</b>

## **D. Insurance, Equipment and Operation Expenses**

<b>Budget Amount</b>	<b>Description and Justification</b>
	<b>Worker's Compensation:</b> Amount requested is: \$233.11 (\$44,148.90/100 x .528)
233.11	
1,000.00	<b>Vehicle and Transportation:</b> Amount requested is \$1,000 (Insurance for van, gas, routine maintenance)
	<b>Justification:</b> Necessary for staff to carry out the program across the Eastern Region.

793.33

**Telephone/Utilities:** Amount requested is: \$793.33

**Justification:** Staff communication needs with 24/7 contact capabilities.

100.00

**Recruitment/Employee Clearances:** Amount requested is \$100.00

**Justification:** To recruit and clear qualified program staff.

1,000.00

**Food:** Amount requested is: \$1,000

**Justification:** Food/snacks for program mentor and youth participants at trainings and various group activities.

300.00

**Mentor Support:** Amount requested: \$300.00

**Justification:** For supporting mentors in caring out their responsibilities

2,303.80

**Mentoring Activities:** Amount requested: \$2,303.80

**Justification:** To provide activities for mentors and mentees

192.67

**Increased Sexual Misconduct Insurance:** Amount requested: \$192.67  
(For increased coverage for insurance required by county)

\$ 5,922.91

**Total Insurance, Equipment, and Operation Expenses**

\$ 58,263.15

**Total Direct Costs**

## 2. INDIRECT COSTS

### General and Administrative

Budget Amount

Description


\$ 14,236.84 Total

**General and Administrative (Finance, Payroll, Personnel, IT, Maintenance, etc.):** Amount requested is \$14,236.84 (Determined by percentage of program wages to total wages of all agency programs. Total projected program wages for 2010 = \$4,977,716. Total wages for mentoring program = \$85,821.70 = 1.7%. Total G&A for 2010 = \$1,256,192 x .017 = \$21,355.26/12 = \$1,779.61 x 8 = \$14,236.84.

\$ 72,500.00

**Total 8 Month Budget Request**

Revised 10/5/10

*Revised by Program*  




**COMMUNITY-BASED MENTORING PROGRAM  
PRICING SCHEDULE**

Agency Legal Name: David and Margaret Home, Inc.

CONTRACTOR declares that a total of fifty-eight (58) mentoring matches between adult mentors and foster children or Probation youth (mentees) of Los Angeles County have been established for CONTRACTOR's Community-Based Mentoring (CBM) Program as of July 31, 2010.

<b><u>SERVICE:</u></b>	<b><u>RATE</u></b>
Mentor and Mentee matches, with monthly required fact-to-face contacts	
Maximum Monthly Rate for each Mentor-Mentee match	\$156.25
Daily Prorated rate, Months with 28 days	\$ 5.58
Daily Prorated rate, Months with 30 days	\$ 5.21
Daily Prorated rate, Months with 31 days	\$ 5.04

1. Payment is based on the number of matches the contractor has for the month. If service provided is less than a full month, including termination of service, contractor is paid at the Daily Prorated rate.
2. Payment for mentoring matches for which there is no face-to-face contact for a total of 45 days between Mentor and Mentee shall cease as of the 45<sup>th</sup> day. However, COUNTY Program Manager has discretion to approve and resume face-to-face contact between mentor and mentee after a period of absence. Payment for a resumed match shall be prorated to the number of days in a month service was provided.
3. The COUNTY Program Manager shall be consulted and shall determine the viability of any match that is threatened either by illness, absence, or incapacity of the adult mentor and/or mentee, and/or any other cause for loss of a match that has an ending date that requires a determination. The COUNTY's determination of viability and ending dates of matches shall be final. Nothing in this agreement shall preclude a match from resuming with approval of the COUNTY Program Manager as described in Section 2. above.